



JOB DESCRIPTION

Job Title:	Facilities Maintenance Manager	Represented?	No
Department:	Administrative; Facilities Dept.	FLSA Classification:	Exempt
Reports To:	Executive Director	People Manager?	Yes

SUMMARY:

The Facilities Maintenance Manager oversees the maintenance repair and overall operation of all building systems for the primary and 35th Street Backup Facility as well as overseeing all vehicle and equipment fleets for the agency. The position ensures that the South Sound 911 facilities are compliant with safety regulations and fully functional to support the agency needs.

ESSENTIAL FUNCTIONS:

Manage Building Management System (BMS) and monitor alarms for major systems including, HVAC, lighting, generators, uninterrupted power supply systems, security gates, cameras and access systems.

Oversee agency vehicle and equipment registration/licensing, insurance, maintenance, utilization and recordkeeping.

Negotiate and manage maintenance contracts including, but not limited to, janitorial services, landscape/grounds maintenance, security systems, general power backup systems and building systems.

Manage department budget to account for building work needed and personnel within the department.

Supervise facilities staff. Assign work, ensure productivity and prioritization.

Develop and implement preventive maintenance programs.

Oversee facilities projects and provide project management services as needed.

Manage any permitting that may be needed for South Sound 911 facilities work.

Manage security systems for multiple locations. Oversee the coordination of access for employees and maintenance of the cameras and other security equipment.

Oversee emergency repairs and response planning

Maintain records of maintenance activities, inspections, and repairs

Support facility upgrades, renovations, and capital projects

Collaborate with team members and other support teams to resolve incidents and technical issues;

Other duties as assigned and related.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Understand the life-cycle of facilities work.

Analyze situations quickly and adopt an effective course of action.



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Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Fluent use of the English language, to include the ability to understand written and verbal instructions, understand and interpret complex rules and procedures, explain and apply applicable laws, ordinances, codes, regulations, policies and procedures.

Able to work appropriately with confidential material and information.

Able to work with speed and accuracy.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Provide excellent customer service in a fast paced and challenging environment; maintain cooperative and effective working relationships with others.

Be reliable, dependable and report for work on a consistent basis.

EDUCATION AND EXPERIENCE:

Degree from an accredited four-year college or university in Engineering, Facilities Management, Public Administration, or a related field. Equivalent combination of education and experience is acceptable.

Experience with Public Contracting required.

Experience managing teams and external vendors required.

Strong knowledge of HVAC, electrical, plumbing, and general building systems preferred.

Familiarity with safety regulations and compliance standards preferred.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The agency operates 24 hours per day, 7 days per week, 365 days per year and work may be required at any time. Employee works primarily in an indoor climate-controlled office environment. The noise level in the work environment is usually quiet but has exposure to mechanical systems, noise and varying environmental conditions occasionally. This position will interact with employees and customers on a regular basis. Some work may require the employee to be outdoors in variable weather conditions. Travel to various work sites and/or meeting locations may be required.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, walk frequently both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.



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The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

Employee Signature

Date

Employee Name (Printed)

Effective Date:	April 2026
Date Revised:	
Reviewed By:	
Prepared By:	Human Resources